



Bid Number 50 - 00118200

THREE (3) YEAR CONTRACT FOR FULL MAINTENANCE SERVICE AND REPAIRS OF HYDRAULIC PASSENGER ELEVATORS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT, AS PER ATTACHED SPECIFICATIONS

BID DUE: January 5, 2017, 2:00 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Melissa Ovalle
Buyer Email: movalle@jeffparish.net
Buyer Phone: (504) 364-2687**



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

******POSTPONING OPENING OF EB LOCATION TO JANUARY 9th, 2017******

In an effort to enhance services to our vendor community, the Purchasing Department will begin maintaining an EB Office location in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Beginning January 9, 2017 bidders may submit bid responses to this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages.** Please note that all bid openings will continue at 200 Derbigny Street, Suite 4400, Gretna, LA 70053.

Other Changes Continued:

- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1st, ***affidavits are required with bid submission.*** While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

Bidders should reference the “Additional Requirements” section of the bid instructions and/or the “Important Notice to Bidders” included in the bid package for specific requirements to respond accordingly. These changes are pursuant Louisiana Public Bid Law more specifically, Act 406 of the 2016 Louisiana Legislative Regular Session. For the purposes of this communication, this change applies to Jefferson Parish Government bid solicitations only. For more information, please call Jefferson Parish Purchasing at 504-364-2678.

Elevator Contract for East Bank Regional Library and Grand Isle Library Specifications for Bid Number 50-00118200

We extend this proposal to provide all labor, materials, emergency phone monitoring and servicing, and equipment to provide a three (3) year contract for full maintenance services and repairs for four (4) hydraulic passenger elevators located at the following locations:

East Bank Regional Library – 4747 W. Napoleon Avenue, Metairie, Louisiana 70001

Elevator No. 1 – Dover Elevator – Continental 45 (SN – 089EFI1542)

Elevator No. 2 – Dover Elevator – Seville 35 (SN – 089EFI1543)

Elevator No. 3 – Dover Elevator – Continental 45 (SN – 089EFI1544)

Grand Isle Library – 143 Ludwig Lane, Grand Isle, Louisiana 70358

Elevator No. 1 – Otis Hydraulic Passenger Elevator

This contract will also include in the price the cost to provide emergency elevator communications monitoring for the three (3) elevators at Eastbank Regional Library and one Otis Hydraulic Passenger Elevator located at the Grand Isle Library, 143 Ludwig Lane, Grand Isle, LA 70358.

The Successful Bidder shall be responsible for all programming, monitoring, installing, and providing a new elevator phone (if required) for the emergency communication monitoring of the elevators in this contract at no additional cost to Jefferson Parish.

This contract shall be for a period of three (3) years.

Section 1.0 Pre-Bid Conference

All prospective bidders are invited to attend this non-mandatory pre-bid conference which will be held at 9:30 AM on December 16, 2016 at the East Bank Regional Library, located at 4747 W. Napoleon Avenue, Metairie, Louisiana 70001. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner

Section 1.1 Pre-Bid Inspection

Bidders should visit the installations to be covered on the proposed agreement, for the purpose of fully informing themselves prior to the submission of bids, of the general working conditions, number of floors served, type of power units, working conditions, available service manuals, drawings, etc., which might affect the cost and performance of maintenance and repair work.

The person to contact concerning site visits is Roy Burst, Library Property Manager. He can be reached at (504) 838-1119; between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday or call (504) 838-1100; between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

Section 2.0 Scope

We extend this proposal to provide all labor, materials, and equipment necessary to provide a three (3) year contract for full maintenance, services and repairs for three (3) Dover Elevator Corp. hydraulic passenger elevators located at Eastbank Regional Library, 4747 West Napoleon Avenue, Metairie, Louisiana 70001 and one (1) Otis Hydraulic Passenger Elevator located at the Grand Isle Library, 143 Ludwig Lane, Grand Isle, LA 70358.

Also included in this contract the bidder will provide emergency elevator communications monitoring for the three (3) elevators located within the Eastbank Regional Library and (1) one Otis Hydraulic Passenger Elevator located at the Grand Isle Library, 143 Ludwig Lane, Grand Isle, LA 70358. This service will include trained employees to receive incoming emergency telephone calls and forward same to a Library appointed authority(ies).

Appointed authorities in order of call-contact notification:

1. Successful Bidder
2. Library Receptionist
(504) 838-1100
3. Offord Langston
Office: (504) 838-1100
Cell Phone #: (504) 908-7469
4. Kenneth Jamison
Office: (504) 838-1100
Cell: (504) 606-9062

This service will start at the contract start date.

Section 2.1 Licenses and Permits

LA State Contractor's License is required in the classification of:
Elevators, Escalators and Dumbwaiters.

The Successful Bidder shall obtain any and all permits required by Jefferson Parish Department of Inspection and Code Enforcement, the State of Louisiana, and/or Federal Jurisdictions. The Successful Bidder shall be responsible of the payment of these permits. The Successful Bidder shall conform to regulations of all public agencies, including the specific requirements of the City, Parish, State, and Federal Jurisdictions. All permits must be obtained prior to the start of the contractual service. The Successful Bidder shall obtain and keep current all licenses, and

permits required by the Parish, State, and Federal Jurisdictions, including the Jefferson Parish Department of Inspection and Code.

Section 2.2 Bid Surety Bond

Each bid must be accompanied by a certified check, cashier's check, or bid bond acceptable to the owner in an amount equal to at least five percent (5%) of the total amount bid and payable without conditions to the Owner as a guarantee that the bidder, if awarded the contract, will promptly execute a contract in accordance with this proposal and all terms and conditions of the contract documents.

Section 2.3 Performance Bond

A 100% performance bond will be required. If the Successful Bidder does not provide a performance bond upon Contract Execution then the bid will be awarded to the next or subsequent successful bidder.

Section 2.4 Liquidated Damages

If the contactor fails to report with a qualified serviceman for a period in excess of two (2) hours from the time of the call for services, it is mutually agreed that the Parish may withhold, as liquidated damage for each one (1) hour period, including the initial period thereof, the sum of \$50.00 from the succeeding months billing, for each failure to report in a timely manner to a request for service. Further, it is mutually agreed that this sum is indicated, or is elected as a liquidated damage because of the impossibilities of determining the amount of actual damages the Parish may suffer as a result of the Successful Bidder's failure to comply with this provision.

If an elevator remains out of service for a period in excess of forty-eight (48) hours due to neglect or failure to comply with the provisions of these specifications, it is mutually agreed that the Parish may withhold, as liquidated damage for each twenty-four (24) hour period, including the initial period thereof, the sum of \$100.00 from the succeeding months billing for each failure to return the elevator to service in a timely manner. Further, it is mutually agreed that this sum is indicated, or is selected as liquidated damages, because of the impossibilities of determining the amount of actual damages the Parish may suffer as a result of the contractors failure to comply with this provision.

Section 3.0 Bid Specification

The responsibility of the Successful Bidder is to maintain the specified elevators in good repair in accordance with the provisions of the American National Standards Institute (ANSI) as set forth in Standard A17.1 manufacturers (Continental, Seville, and American Crescent) recommendations, and specifications, with the practice of first class repair and preventive maintenance procedures performed on a regular routine schedule, and to minimize wear and tear on the equipment, all with the primary intent to prevent elevator down time.

Section 3.1 Hours of Work

All maintenance and scheduled repairs are to be performed during regular work hours 7:00 a.m. and 3:30 p.m. (Monday through Friday) except holidays, unless other specific arrangements are made with, and agreed upon by the Library Department. The hours of operation for the Grand Isle Library are Tuesday and Wednesday 10-6 and Friday and Saturday 10-4. These are the hours that should be used for maintenance and scheduled repairs.

Section 3.2 Service Calls

Requests for service will normally be transmitted to the Successful Bidder from the Property Manager, the Assistant Property Manager, or a designated Library representative. The Successful Bidder must provide a 24-hour phone number whereby technicians and/or responsible personnel from the Successful Bidder can be notified. Automated telephone answering or recording devices are not acceptable.

Successful Bidder will provide a detailed list of service personnel/technicians specifically assigned to and trained for servicing the equipment at the Eastbank Regional Library and the Grand Isle Library, particularly elevators manufactured by Dover Elevator Corp., and Otis Elevator.

Normal response time shall be no more than two (2) hours. However, in the event that someone is trapped in the elevator response time shall be no longer than sixty (60) minutes and in no case longer than ninety (90) minutes, except in the case of Grand Isle which may take longer.

In addition to the contact person, include the name and contact number within the Companies management structure. This additional number is not to be used unless there is a failure to respond to the emergency call, or if respondent has not arrived at the troubled location, within a reasonable time.

Successful Bidder will also provide in this Contract, an Emergency Elevator Communications Service, for the three (3) year period of the contract/bid. In the event of an emergency, or perceived emergency, an Emergency elevator Communications Service will be contacted through the telephone inside of the elevator cabs. Communications will be a twenty-four (24) hour, 365 days per year agreement. This Telephone communications Service/Contract will immediately dispatch an elevator technician to free occupants in an elevator entrapment or other emergency related to the safety of the elevator occupants. A list of Library employees to be contacted in an emergency will be provided. The Communications Service agrees to contact at least one of the designated persons on this list for each emergency entrapment.

Section 3.3 Nuisance Calls

A nuisance call shall be defined as a call where the elevator shutdown was caused by a known or unknown source, and is outside the scope of the contract, but the call is answered by the elevator personnel not knowing the cause. If time at the building is one (1) hour or less (to be documented by a person at the building), the cost is to be absorbed by the Successful Bidder. Any fraudulent documentation shall cause for cancellation of contract.

Section 3.4 Special Instructions

All workmanship shall be in accordance with the National Electric Code, the Safety Code for Elevators, the National Fire and Protection Association Code, State, and Local Codes.

The Successful Bidder shall maintain an adequate number of trained personnel in the metropolitan area of Jefferson at all times to perform the major repair work, as well as routine maintenance work. These trained personnel shall be directly employed and supervised by the Successful Bidder.

The Successful Bidder must maintain a sufficient supply of emergency parts for repairs for these elevators in their maintenance warehouse. These supplies and parts must be available for immediate delivery and installation at all times. The Jefferson Parish Library Department reserves the right to make periodic on-site checks of the contractors maintenance warehouse in order to determine that a sufficient supply of emergency parts is actually stored there.

All parts furnished and installed by the Successful Bidder shall be genuine replacement parts, made specifically for the elevators specified in this bid, unless substitution is approved by the Jefferson Parish Library Department. The burden of proof shall be on the Successful Bidder to furnish documentation that the parts are equal or better. In all cases, the burden of proof that the proposed products/parts offered for substitution are equal or superior and unless the proof is satisfactory to the Jefferson Parish Library Department, the substitution will not be approved.

All materials and/or supplies delivered by the Successful Bidder for the Department shall be subject to inspection testing by Department personnel or representatives and/or independent testing in laboratory as may be designated by the Purchasing Agent or Department representative. If the results of one or more such test indicate that any part or parts, the materials or supplies are deficient in any respect, the Department within its absolute discretion may reject all or any part of material and supplies to be provided under this contract.

The following tests and parts lists are subject to verification by the Jefferson Parish Library Department, or their designated representative. If parts are not available in type and number on each unit of vertical transportation covered by these specifications, the Successful Bidder must document that these parts are on order and when they will be placed on the job and in the warehouse.

The Successful Bidder shall have upon request the following:

1. Complete up-to-date wiring diagrams.
2. Complete parts leaflets.
3. Engineering data for all load reactions and safety devices.
4. List of both the parts and part numbers of stock listed under maintenance replacement parts that are stocked in the contractors warehouse ready for immediate delivery within twenty-four (24) hours.

The Jefferson Parish Library Department reserves the right to bring in an outside consultant to inspect the elevators listed in these specifications, at anytime throughout the duration of the specified contract period, to determine the quality of service being performed as required within the terms of these specifications.

The Successful Bidder shall maintain a sufficient supply of the emergency parts in his/her warehouse for repair of each elevator. These parts shall be available for immediate delivery and installation. This inventory shall include, as minimum, the following for each size and typed housed. Materials and/or parts to used are to be genuine original manufacturers renewal parts, or equal to those furnished with the original installation. The Successful Bidder shall maintain an up-to-date inventory of spare parts by part number. The inventory for each elevator covered in these specifications must be housed locally. The following must be available for immediate delivery:

1. Coils; minimum of one (1) each for each type of relay contactor used.
2. Contacts; minimum of three (3) for each type used.
3. Conductors; supply for each type used.
4. Motor brushes; minimum of one (1) set for each type used.
5. Supply of lubricants for each requirement.
6. Supply of fuses.
7. Interlock rollers and contacts; minimum of two (2) each type.
8. Car and hoist way door hanger rollers; minimum of two (2) each type.
9. Car and hoist way gibs; minimum of one (1) set each type.
10. Car and hoist way door closer parts (springs and spirators, etc.)
11. Door operator belts, chains, and brushes, minimum of one (1) set each type.
12. Door operator drive block, clutch rollers, and fingers; minimum of one (1) each type.
13. Photo electric tube, minimum of one (1) each type.
14. Landing switch equipment of magnetic inductor, minimum of one (1) each type.
15. Solid state timers and printed circuit regulator boards; minimum of one (1) each type.
16. Saf-T-Edge pivot arm assembly and switch, minimum of one (1) each type.
17. Signal fixture lamps; minimum of five (5) each type.
18. Selector cams and contact assemble; minimum of one (1) each type.
19. Brake contact; minimum of one (1) each type.
20. Normal renewal parts peculiar to equipment covered by these specifications.
21. Supply of selector tapes to handle high rise.
22. Roller guides and gibs for car and counterweight.
23. Power supplies and pre-amplified for electronic proximity device.
24. Car and hoist way door shields.
25. Car door electric eye photo cell replacement units.
26. Complete car door safety edge (mechanical).
27. Transformers and rectifiers for all controller power supplies.
28. Door operator motors for each type.
29. Door operator gear reduction units for each type used.
30. Controller and selector coils for each type used.
31. Component parts, including contacts, for each type of switch used.
32. Car and hall buttons, including electronic, with contacts for each type used.
33. Solid state components and solid state card of type specified by manufacturer.
34. Hatch switch cam supports to handle high rise. Replacement relay for each type used.
35. Selector drive motor.
36. Machine brake shoes and lining assembly; minimum of one (1) set for each type.
37. Replacement relay for each type used.
38. Hydraulic jack packing, or seals, gasket, wiper ring, minimum of one (1) for each type.

39. Dash pot and thermal overloads; minimum of one (1) each type.
40. Hydraulic valves, pistons, springs, gasket/O ring kit, solenoid needle, solenoid coil.
41. Bearings for each type.
42. Hydraulic valve parts, gaskets, O rings and hoses; minimum of one (1) for each type used. Valve includes relief, pilot, lowering, up and check valve, or any of the parts thereof.
43. Hydraulic fluid (110 gallons) as per original manufacturers lubrications specifications.

The following replacement parts are to be available and ready for delivery to the building within twenty-four (24) hours:

1. Rotating elements for each type and size used.
2. Stator and field coils for each type used.
3. Brake coils for each type and size used.

Where any of the parts listed are not required, these may be deleted. The Successful Bidder hereby agrees to allow Jefferson Parish Library Department, or their authorized representative, to visit the Successful Bidder parts storage facilities before the effective date of this contract in order to determine that the inventory is completed and in compliance with the terms set forth in these specifications.

NOTE: All parts listed shall be covered by contract.

Section 3.5 Diagnostic Tools

The Successful Bidder shall provide all diagnostic tools to troubleshoot and maintain the elevators located at the Eastbank Regional Library and Grand Isle Library.

The Successful Bidder will be required to have the following replacement parts at the job site at all times:

1. Thyseen – Dover CLC card.
2. Thyseen – Dover selector card.
3. Thyseen – Dover door board.

The Successful Bidder will be required to have the following replacement parts at the job site at all times:

1. Otis CLC card.
2. Otis selector card.
3. Otis door board.

These replacement parts will be kept in the owners possession at all times. At no time will they be permitted to leave the job site. Failure to abide to this provision will result in the immediate termination of the contract by the owner.

The Successful Bidder will be required to demonstrate to owner that they are capable in handling and knowledgeable in the troubleshooting diagnostic tools. Failure to do so will result in immediate termination of the contract by owner.

All lubricants, cleaning materials, paint, cotton waste, hydraulic fluid, etc. shall be furnished by the Successful Bidder. All lubricants shall be of the proper type or grade for the use intended. The use of dirty, contaminated, or deteriorated lubricants is prohibited. Waste lubricants shall be disposed of by the Successful Bidder within the work day. The Successful Bidder will store all lubricants, fluids, etc. in approved containers and in a manner and place as designated by a representative of the parish and selected by the Jefferson Parish Library Department, and the Parish Safety Department. No open containers will be allowed to be stored on the premises, and the Successful Bidder shall supply all waste containers for daily use, if required.

Section 3.6 Specific Duties of Successful Bidder

All workmanship shall be in accordance with the National Electric Code, the Safety Code for Elevators, the National Fire and Protection Association Code, State, and Local Codes.

Each visit to the site must be documented and signed by the building representative.

The Successful Bidder shall visit the representative of the Library upon each arrival and investigate and correct any complaints or requests within the scope of this contract. The Successful Bidder shall leave a copy of the service ticket with the Library representative.

The Successful Bidder shall clean, adjust, and lubricate the elevator and its equipment as specified below.

1. The Successful Bidder must maintain the efficiency and speed as designed by the manufacturer of the equipment at all times; including the following:
 - a. Acceleration
 - b. Retardation
 - c. Contract speed in feet per minute – with or without full load.
 - d. Floor to floor time.
 - e. Door opening and closing time.
 - f. Keeping dispatching system adjusted for maximum operation.
2. The Successful Bidder shall regularly and systematically examine, adjust, and lubricated the following equipment as required, if conditions warrant: power unit and controllers including motor windings, bearing, rotating elements, sheaves, contacts, coils, resistance for any motor circuits, magnetic frames, leveling valves, packing seals, wiper rings, gaskets, O rings, leveling devices and cams, all relays, resistors, condensers, transformers, leads, timing devices, rectifiers, complete automatic power door operation, motors, cams, switches, contacts, resistors, sheaves, shafts, v-belts, drive arms, auxiliary door closing devices, hoist-way switches, all indicating and/or signal lamps and sockets, all solid state components, dashpots, computer devices, selectors, selector tapes, traveling cables, valve coils, body adjusting stems and/or screws, all internal valve parts, and other mechanical or electrical parts. The Successful Bidder shall supply, repair, or replace all parts of every description made necessary by wear and tear. All replacements shall be made with original manufacturer's parts or equal.
3. The Successful Bidder shall keep the guide rails clean and properly lubricated. Except when roller type guides are involved, no rail lubrication shall be used. The Successful Bidder shall regularly brush lint and dirt from guide rails, overhead sheaves and beams, car tops, bottom

of platforms and remove dirt, oil residue, and accumulated rubbish from pits and machine floors.

4. The Successful Bidder shall lubricate all sheave bearings, and will use hydraulic fluid and lubricants which are especially prepared and compounded to meet the original manufacturers specifications, or equal.
5. The Successful Bidder shall renew conductor and traveling cable as often as it is deemed necessary.
6. Inspections, Test, and Reports:

The Successful Bidder shall make all required safety test, including yearly hydraulic inspections and tests of pressure relief valves. The tests are to be in accordance with the procedures stated in the latest edition of the ANSI code books, Section A17.1. any repair work required after the tests and resulting from the tests, shall be the responsibility of the Successful Bidder except blowing the hydraulic shaft casing.

All test results shall be reported in writing to the Property Manager of the Library Manager within sixty (60) days of the completion of the test.

All certification and safety tests are to be performed by a licensed (QEI) Qualified Elevator Inspector. If a QEI is not employed by the Successful Bidder it will be the responsibility of the Successful Bidder to hire a QEI to perform these inspections at no additional cost to Jefferson Parish.

7. When necessary, the Successful Bidder shall renew the guide shoes or rollers, as required, to ensure smooth and quit operation.
8. The Successful Bidder shall paint all elevator equipment floors as deemed necessary by Jefferson Parish Library Department (owner), within the first ninety (90) days of the contract. The Successful Bidder shall maintain these areas in a workmanlike manner for the duration of this agreement.
9. The Successful Bidder shall keep the exterior of the machinery and other parts properly painted and presentable at all times.
10. When necessary, the Successful Bidder shall periodically check the motor windings and controller coils and treat with proper insulating compound to prevent failure.
11. All control cabinet doors shall be kept closed when not in use for service.
12. Group Supervisor system – The Successful Bidder shall check the group dispatching systems and make necessary tests and adjustments to ensure that all circuits and time settings are properly adjusted, and that the systems perform as designed and installed by the original manufacturer...

Section 3.7 Minimum Required Periodic Service

The Successful Bidder is required to conduct all safety test required, as per American National Standards Institute (ANSI) as set forth in standard A17.1 and A17.3, on elevators covered under this proposal, in order to place them into a condition which at least meets or exceeds the minimum safety requirements. It will be incumbent upon the Successful Bidder to submit a report to the Library Property Manager stating the results of these test and to make the necessary repairs to place this equipment into a condition that at least meets or exceed the current safety requirements as proposed by ANSI and those of the State of Louisiana and the Parish of Jefferson. These tests must be conducted within the first month on the contract period and every twelfth(12) day of each month thereafter. A report on the results of these test, and the work required to bring them up to minimum safety standards, must be submitted to the Library Property Manager within the first month of the contract period.

Overhead and pit clearance test results should be listed on Form ELESPC91-1 (Attachment B). These tests should comply with National Elevator Safety Code (ANSI A17.1 and/or A17.3), current addition.

All elevator inspections by the Successful Bidder shall meet the requirements of the elevator manufacturer and ANSI A17.2.

Section 3.8 Vandalism

The misuse by vandalism will not be accepted as extra cost to the Parish. Vandalism shall be defined as the intent to destroy by the use of an instrument with potential for destruction.

Section 3.9 Exclusions

The following items of equipment are not included in this contract:

- A. Elevator cabs.
- B. Power switches and feeders to all controllers.
- C. Shaftway enclosures.
- D. Shaftway doors, frames, sills, and cab door.
- E. Under ground piping.

Section 3.10 Record Keeping

The Successful Bidder shall maintain a complete, orderly, and chronological file, including drawings, parts list, specifications, and copies of all prepared reports. A record of all callbacks and repairs must be kept by the Successful Bidder, indicating any difficulties experienced and the corrective measures taken to eliminate these difficulties. A copy of all routine maintenance reports and trouble calls must be forwarded to the Jefferson Parish Library Property Manager on a monthly basis. The reports, or trouble calls, must be verified and signed by a person designated by the Jefferson Parish Library Department. The parish designee must be given, and will retain, a copy of these reports.

Section 3.11 Accident Prevention

Pre-caution shall be exercised at all times for the protection of persons and property. Safety provisions of applicable laws, building and construction codes shall be observed. Machinery,

equipment, and all hazards shall be guarded or eliminated in accordance with the safety provisions of the manual of Accident Prevention in Construction, published by the Associated General Contractors of America, to the extent that such provisions are not in contravention of applicable laws. The Successful Bidder shall also comply with Applicable requirements of the Occupational Safety and Health Act of 1970 and the latest revisions thereto.

Section 4.0 Qualifications of Bidders

The bidder must supply a list of elevators currently and/or previously under contract duplicating in type (duplicate controller designation), complexity, manufacture, control, and technology as those called for under these specifications. This information must be provided on the Contractor's Reference List. **Contractor's Reference List (Attachment A) must be submitted with bid. Failure to submit with bid will result in bid rejection.**

Bidders shall own, rent, or lease all recognized test equipment necessary to service and maintain the specified hydraulic elevators and shall have current experience with this particular type of equipment. The apparent low bidder must provide proof of upon request prior to award. Failure to provide proof will deem bid non-responsive and rejected.

All bidders shall be familiar and experienced with, and regularly engaged in the maintenance, installation, repairs, and servicing of the elevators covered in this proposal.

Section 5.0 Security – Limited Access

The work for this project is located at a Jefferson Parish Library Building and access to and from the site will be safe guarded as such. All contractors personnel working on this contract shall possess an identification badge with photograph, the company name, and the name of the individual. Each identification badge shall be worn in a conspicuous area of the employees shirtfront, left side.

The employees of the contractors may use the public restroom facilities for personal use only, provided they help maintain cleanliness. The cleaning of tools in the lavatories or any misuse of any kind in the restroom facilities will not be tolerated. Any damages incurred by Successful Bidder personnel shall remain the sole responsibility of the Successful Bidder.

Section 5.1 Cleaning and Safety

Job sites must be kept clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily, storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and Parish officials.

Section 6.0 Funding

Funds for payment of this Contract have been provided through the budget of the Library Department approved by the Parish council for the fiscal year and for the duration of this Successful Bidder only. In the event the Department has unanticipated needs and/or events which may prevent such payment against the contract, a written notice of intent to discontinue

contract services will be sent to the Successful Bidder. The contract will become null and void, thirty (30) days after written notice to discontinue.

Section 7.0 End of Contract Check List

At the completion of the contract period, all repairs and maintenance to the elevators specified in this proposal must be completed in accordance with the terms set forth in these specifications, and a check list of all completed repairs and maintenance must be submitted to the Library Property Manager for approval.

Also, coinciding with the consummation of the original contract period stipulated in these specifications shall revert to the original manufacturers warranty period unless the new contract is awarded to the same vendor.

All incomplete work will be noted on a checklist and submitted to the Library Property Manager. All incomplete work listed on this checklist, and any other repairs or maintenance deemed incomplete by the Library Property Manager must be performed and accomplished within a maximum of three (3) weeks after the duration of the contract period.

It is mutually agreed by the Parish and the successful bidder that he will complete the work noted by the Library Department but related only to the contract period specified in this bid.

Section 8.0 Warranty

Upon successful completion of the project and acceptance and after all post installation procedures have been completed, the Successful Bidder shall furnish the owner with a one (1) year warranty, provided by the Successful Bidder, which will include all labor and materials in the guarantee, included extended warranties that may be provided by the equipment manufacturer. The Successful Bidder will immediately provide to the Department, all Manufacturers and Successful Bidder's printed recommendations for the proper maintenance of this system, including inspection frequencies, temporary repairs, and call-out procedures.

Section 8.1 Guaranty

The Successful Bidder shall guaranty for a period of one (1) year from the date of installation or performance, all materials, and/or labor provided. The Successful Bidder shall also guaranty that he will hold the Parish harmless from any damage arising from faulty workmanship or materials performed and/or installed with the duration of this contract.

At the termination of this contract, the Parish shall retain all blueprints, wiring, diagrams, warranties, and any other pertinent data that may have been furnished by the Parish, or the Successful Bidder.

Section 9.0 Payments

Invoice must contain the following information – The facility/site (one invoice per facility/site). Do not combine invoices and facilities/sites.

Upon completion of any services, inspections, or repairs, the technician shall leave with the Department representative a detailed service ticket including the following:

1. The name of the facility.
2. The make, model, and serial number of the unit serviced.
3. A description of the work performed and the dates that the work was performed.
4. Signature of the Department representative and the service technician.
5. Itemized list of all parts and materials used, including manufacturers part numbers and quantities of each.
6. Number of labor hours on site, and ticket should include arrival time and departure time.

Section 9.1 Copy of Work Ticket with Invoices

A copy of each maintenance report shall be provided with invoices. The report MUST show all pieces of equipment serviced on each visit, and what procedures were completed at the visit. When all tasks are completed, it must be signed by the Library representative, a copy left with the location, and a copy sent to the Library Property Manager.

Section 10.0 Termination Process

Termination for Convenience

The Department may terminate this contract, in whole or part, without showing cause by giving written notice to Successful Bidder stating when the termination shall become effective. Termination for convenience, the owner has the right to terminate the contract upon thirty (30) days written notice to contractor. The Department shall pay all reasonable cost incurred by the Successful Bidder up to the date of termination. The Successful Bidder will not be reimbursed for any anticipatory profits that have not been earned to the date of termination.

Termination for Default

When the Successful Bidder has not performed or has unsatisfactorily performed the Elevator Maintenance as specified in the Contract and within the Standards and Trade or is not satisfactory with the Department, payment shall be withheld at the discretion of the Administration. The Successful Bidder may appeal, and shall be granted an opportunity for conference, with the Departments representative.

A written notice of complaint will be sent to the Successful Bidder indicating the specified buildings, the equipment, the fault, and degree of dissatisfaction. The Successful Bidder will have ten (10) days to correct the discrepancies, however depending on fault – may require immediate response and/or mechanical correction. At the end of the following thirty (30) days, if dissatisfaction still exists in any form, the Department will have the right to notify the Successful Bidder in writing that the Contract is effectively null and void.

Substandard and/or questionable workmanship and/or improper repair techniques will be reason for non-payment and cancellation of remaining portion of contract and for possible damage to equipment through negligence. The Department reserves the right to inspect and determine if

repairs are questionable, and reserves the right for consultation and inspection with the Successful Bidder at the site. However, serious breaches and circumstances may create immediate termination of contract. Failure on the part of the Successful Bidder to fulfill contractual obligations shall be considered just cause for termination of the Contract and the Successful Bidder is not entitled to any cost incurred by the Successful Bidder after written requested date of termination of contractual services.

Section 11.0 Hold Harmless

The Successful Bidder agrees to hold harmless, defend and indemnify the Parish of Jefferson, the Jefferson Parish Council, the Director, and all Jefferson Parish employees against any and all losses, claims, and demands, cause of action or suits of whatever type of nature, including attorneys fees and court costs, arising from or connected with the negligence of the Successful Bidder, its agents, or employees.

Section 12.0 Special Instructions

Attachment A – Contractor's Reference List

Attachment B – ELESPPC91-1

Attachment A
Contractor's Reference List

Building Name -	SQ FT -
Address -	
City & State -	Zip -
Contact Person -	Title -
Telephone -	Fax -

Building Name -	SQ FT -
Address -	
City & State -	Zip -
Contact Person -	Title
Telephone -	Fax -

Building Name -	SQ FT -
Address -	
City & State -	Zip -
Contact Person -	Title
Telephone -	Fax -

Building Name -	SQ FT -
Address -	
City & State -	Zip -
Contact Person -	Title -
Telephone -	Fax -

Building Name -	SQ FT -
Address -	
City & State	Zip -
Contact Person -	Title -
Telephone -	Fax -

Building Name -	SQ FT -`
Address -	
City & State -	Zip -
Contact Person -	Title -
Telephone -	Fax -

Attachment B
Form ELESPC91-1

USE CURRENT ELEVATOR CODE FOR REFERENCE.

Date:

**OVERHEAD
AND
PIT CLEARANCES**

Elevator Identification No.

A.	
B.	
C.	
D.	
E.	
F.	
G.	

Company Name:

Address:

Representative:

DATE: 11/30/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00118200

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: MOVALLE@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 1/05/2017 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

2,3,4,5,6,8,10,11,12,13,15

**PRE-BID CONFERENCE TO BE HELD AT: EB Regional Library 4747 W.Napoleon Ave
Metairie, LA 70001 at 9:30 AM
ON 12/16/2016**

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders **MUST** acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name _____

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118200

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	THREE (3) YEAR CONTRACT FOR FULL MAINTENANCE SERVICE AND REPAIRS OF HYDRAULIC PASSENGER ELEVATORS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT, AS PER ATTACHED SPECIFICATIONS		
			0010 - Eastbank Regional Library Provide monthly pricing for labor, materials, and equipment for full maintenance service and repairs for three (3) Dover Hydraulic Passenger elevators, located at: Eastbank Regional Library 4747 W. Napoleon Avenue Metairie, LA 70001 This price will also include the emergency elevator communications monitoring for the three (3) elevators located within the Eastbank Regional Library. Per the attached specifications		
2	36.00	MO	0020 - Grand Isle Library Provide monthly pricing for labor, materials, and equipment for full maintenance service and repairs for one (1) Otis Hydraulic Passenger elevator, located at: Grand Isle Library 143 Ludwig Lane Grand Isle, LA 70358 This price will also include the emergency elevator communications monitoring for the one (1) elevator located at the Grand Isle Library. Per the attached specifications		

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a bid in response to Bid Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the advertised bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation.

Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE**☒ WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

2) BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.